

# Exiting LEP/EL Students following the MDE Entrance and Exit Protocol using the WIDA Student Data File

When exiting LEP/EL students, districts are required to adhere to the Michigan Department of Education's Entrance and Exit Protocol (EEP) posted on the MDE website at [http://www.michigan.gov/documents/mde/Entrance\\_and\\_Exit\\_Protocol\\_10.30.12\\_402532\\_7.pdf?20140604130953](http://www.michigan.gov/documents/mde/Entrance_and_Exit_Protocol_10.30.12_402532_7.pdf?20140604130953). Please remember that WIDA results are only one criterion used to consider exiting LEP/EL students. This document is intended to give WIDA Administrators a simple overview of how to find and download the WIDA Student Data File, what fields to focus on in order to consider exiting a student from LEP services, and what steps to take in MSDS to exit the student.

## Locating the WIDA Student Data File

1. Log in to the Secure Site
2. From the menu at the top, under the Reports option, select Student Test Scores
3. On the Student Test Scores Search page, choose:
  - a. Test Cycle: Spring 2014 WIDA
  - b. Report Type: Student Data File
  - c. ISD, District, School: your specific entity information
4. Click the Search button (bottom right of page)
5. A prompt will ask you to open or save the file. Select Open to open the file immediately or Save to rename the file and save it on to your local hard drive
6. The file is a CSV spreadsheet and will open in Microsoft Excel

## What are the critical fields in the WIDA Student Data File for Exiting Students?

The WIDA Student Data File contains a large amount of useful information about your students; however in making exiting decisions, there are only a few critical fields that you should focus on. The first few fields (columns A through AC) contain the student demographic information, which are critical in locating a specific student or students. These fields include last name, first name, UIC, grade, etc. Following the student demographic information, you will begin to see scoring data. Most important is the Composite Proficiency Level field (column AZ). This is the score that determines proficiency on the WIDA per the Entrance and Exit Protocol. A student with a Composite Proficiency Level of 5.0 or higher would qualify to exit services, so long as all other exit criteria is met (refer to protocol).

## What's the quickest way to find students with a Composite Proficiency Level of 5.0 or higher on the WIDA Student Data File?

The easiest way to find students with a 5.0 or higher is to filter the spreadsheet by the Composite Proficiency Level field. Follow these steps to filter:

1. Turn on the filtering option in Excel
2. Go to the Composite Proficiency Level column and click on the filter

3. Click Select All to make all of the check marks disappear
4. Click the check box next to all scores 5.0 and higher
5. Click OK

This will give you a complete list of everyone in your entity that has an overall score of 5.0 or higher.

### **Exiting in MSDS**

If a student has been determined proficient, he/she needs to be exited from LEP in MSDS by June 30, 2014. Students that are not exited by June 30<sup>th</sup> must participate in the WIDA assessment of the following year. Follow these steps to exit students in MSDS:

1. Log into MSDS
2. Use search function to find student
3. Enter the LEP exit date in the LEPExitDate field
4. Enter code 50 in the LEPExitReason
5. Click Save